



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT LEE  
1100 LEE AVENUE, SUITE 112  
FORT LEE, VA 23801-1720

IMNE-LEE-ZA

September 8, 2008

MEMORANDUM FOR Garrison Staff

SUBJECT: Commander's Statement on Equal Employment Opportunity

1. It is the policy of the U. S. Army Garrison (USAG) Fort Lee that decisions and actions affecting civilian employees and applicants for employment will be merit-based and free of discrimination because of race, color, sex, religion, national origin, reprisal, age or disability.
2. As the Garrison Commander, I am fully committed, both personally and professionally, to the support and enforcement of EEO practices and principles. Management and supervisory personnel can demonstrate their support of these principles by including measurable EEO elements as part of their performance standards, assigning employees to serve in EEO collateral duty positions, and incorporating the concept of EEO in their day-to-day personnel management practices.
3. Our objective is successful fulfillment of our missions, while continuing our commitment to diversity at all levels. Managers and supervisors must proactively manage performance and provide a work environment that assures equitable treatment and equal opportunity for career development and advancement for all of their employees.
4. Every effort should be made to resolve EEO related matters fairly and promptly at the lowest level possible. We have an Alternative Dispute Resolution (ADR) Program which can be an effective tool in resolving these conflicts. Guidance regarding EEO matters can be obtained from our Fort Lee EEO Office, 1403 Mahone Ave., Building. 9028, 734-6835.
5. Let's keep Fort Lee a great place to live and work! Together forward – TEAM LEE!

A handwritten signature in black ink, appearing to read "Michael G. Morrow", is positioned above the printed name.

MICHAEL G. MORROW  
COL, LG  
Garrison Commander



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE  
1100 LEE AVENUE, SUITE 112  
FORT LEE, VA 23801-1720

IMNE-LEE-ZA

September 9, 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Statement on Prevention of Sexual Harassment

1. Sexual harassment adversely affects morale, productivity and mission accomplishment. It will not be tolerated at Fort Lee. The Army philosophy of maintaining and promoting excellence in our work place provides no place for this form of illegal and demeaning behavior or attitude.
2. Sexual harassment, a form of sex discrimination, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - b. submission to such conduct by an individual is used as the basis for employment decisions affecting such individual, or;
  - c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
3. It is crucial that all members of the workforce know what constitutes sexual harassment, techniques to prevent it, and methods of combating it, if it occurs. Merely reacting to complaints is insufficient. Our leaders must be able to identify actions which are potentially sexually harassing and take prompt, appropriate action to correct such behavior.
4. The Fort Lee EEO Office is charged with providing technical guidance, training and handling sexual harassment complaints. For information, contact the EEO Office at 734-6835.
5. Let's keep Fort Lee a great place to live and work! Together forward – Team LEE!

  
MICHAEL G. MORROW  
COL, LG  
Garrison Commander